



Local Internship Announcement for U.S. Embassy Lisbon

Position Title:

Human Resources Intern

Position Description:

The Human Resources Intern would work in the HR Office of the U.S. Embassy Lisbon supporting the Embassy HR Officer. The HR Office reports to the HR Officer and provides Human Resource services to the Mission's staff.

Specific responsibilities include:

1. Assist with Human Resources data entry
2. Archiving, including filing and scanning material
3. Assist in preparation and finalization of reports and documentation in coordination with the respective offices
4. Planning and conducting comparative surveys for use in human resource offices
5. Other duties as requested

U.S. Embassy Lisbon's Host Country Internship Program is open to non-U.S. citizen students of Portugal-based universities who wish to gain valuable work experience (and academic credit if permitted by the university) while providing key support to U.S. Embassy Lisbon.

This Internship is unpaid and will last a minimum of 10 weeks and a maximum of three months, working 4 hours per day.

All selected interns will be required to obtain a Security Certification prior to the beginning of the internship.

Skills Required:

- Individual must be fluent in English & Portuguese (Level 4 of 5 in both reading and speaking both languages);
- Excellent typing and data entry skills in both languages;
- Must have extensive experience using the following Microsoft products and information databases;
 - SharePoint;
 - Excel;
 - Word;
 - Outlook (email, calendar, etc);
- Must have experience with populating or designing webpages, not necessarily on the technical side but rather on the content side;
- Must demonstrate advanced familiarity with human resource concepts and local labor law;
- Must have real office experience conducting research, especially in planning and conducting comparative surveys for use in human resource offices;
- Must have experience prioritizing and dealing with many different demands, tasks, and projects;
- May be required to travel to offices within Lisbon to conduct interviews;

Education:

Students must have completed 50% - 75% of a human resource or local labor law program of a Portuguese University in good standing and currently enrolled in a relevant university level course prior to application for an internship, must also have at least 6 months remaining before graduation and have a minimum grade point average of 14 (on a 20 point scale) for students completing a licenciatura.

Please submit your cover letter and CV, in English, by March 6, 2014 to internshiplisbon@state.gov